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Approved For Release 2002/05/09 : CIA-RDP80B01139A000500050012-1
RC Memorandum No. 695
29 August 1966

MEMORANDUM FOR: Chief Reports Officers

SUBJECT : Dissemination of Biographic Information

1. At the direction of the Deputy Director for Plans, a program is being developed for improving the reporting of positive biographic information on potential and emerging leaders throughout the world.

2. As a preliminary to such a program, it is essential to ensure that all biographic information of positive intelligence value received at Headquarters (including but not limited to information of the type mentioned in paragraph 1) does in fact reach the appropriate community repository from which it can be retrieved as needed. For biographic information on military personalities, the appropriate repository is in DIA (the Production Center); on all others it is in OCR/Biographic Register. Reports which receive general distribution to the community reach these repositories through the normal workings of the reading panels in DIA and OCR. It is the purpose of this memorandum to prescribe the guidelines for handling the positive biographic information contained in reports which are not given general distribution, and in operational cables and dispatches.

3. Guidelines.

a. Field information reports which are not to receive general dissemination but which do contain substantial biographic information will be disseminated to OCR/BR -- or, if they concern military personalities, to DIA and OCR/BR -- as one-copy, non-reproduced CSLT reports.

b. All other non-disseminated field reports will be reviewed for such fragmentary biographic data on personalities of positive intelligence interest as would contribute to OCR/BR and DIA biographic files. The reports officer should be able to judge in most instances, on the basis of his area knowledge, which personalities

GROUP 1
Excluded from automatic
downgrading and
declassification

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qualify as "of positive intelligence interest"; however, should some question arise, he is encouraged to contact his area-analyst counterpart in OCR/BR for a second opinion. Such biographic "fragments," in order to justify extraction and transmittal to OCR/BR and DIA, must identify the personality by full name and nationality, and contain information of substance on one or more aspects of the subject's career, capabilities, activities, associations (family, professional, social, or political), character, or personality. To avoid the burden of preparing a CSLT for each such fragment, it is suggested that a convenient way of handling this matter is to prepare a card for each extract noting on the card all the information, as outlined above, which is to be reported to the repository. Appropriate classification, controls, source data, and date of information should also be entered on the card. Cards should be held for a suitable length of time (a week, two weeks, or, at most, a month) until a reasonable number have accumulated. They should then be transmitted to OCR/BR and/or DIA, as appropriate, via a CSLT. Attached is an example showing how the information might appear on a 5" X 8" card.

c. Disseminable biographic information in operational cables and dispatches should be extracted and transmitted in accordance with the procedure outlined in paragraph 3. b above.



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Chief, Reports Control

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